

Market Range Detail - Deputy Director - Budget/Finance

Effective Date

July 3, 2006

Market Range Title Description

This position is assigned to the Office of Management and Budget or the Department of Finance and functions as the assistant head of the department. The Deputy Director is responsible for assisting the department director with the planning, management, and overall direction of department administration and operations and is responsible for planning, directing, implementing, and achieving department strategic goals and objectives related to the department's mission and Board of Supervisors' strategic priorities. Some responsibilities may vary based on department assignment, but typically include: developing, recommending, and providing leadership related to the implementation of County-wide budget or finance/accounting policies and procedures; planning and allocating resources to meet statutory mandates to best achieve optimal functionality and efficiency; assisting the Deputy County Manager or Chief Financial Officer with short and long-term fiscal and policy planning; developing sound internal control processes and procedures; planning, organizing, and directing the development of the County's annual budget; overseeing County-wide financial processing and transactions; conducting management and organizational studies and providing recommendations to County management; directing and planning the County's Managing for Results program; assisting the director in fiscal planning and economic forecasting; representing the director in high-level County meetings, meetings with the public, legal proceedings, meetings with employees, legislators, and the media; analyzing and directing complex studies and projects; providing recommendations and analysis to the Board of Supervisors regarding business decisions and policy development; responding to questions from the Board of Supervisors, elected officials, department directors, the media, and the general public concerning the annual budget or financial report; managing subordinate managerial and/or supervisory staff; assisting the department director in overseeing the preparation and approval of the department's budget, personnel actions and issues. Positions assigned to the Office of Management and Budget report to the Deputy County Manager. Positions assigned to the Department of Finance report to the Assistant County Manager/Chief Financial Officer.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$41.87	\$54.85	\$67.83

Likely Minimum Qualifications

- Master's degree in public administration, business administration, or related field
- Minimum of 10 years of professional budgetary and/or financial management experience for a large organization including 5 years of supervisory and/or management experience
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Deputy Director

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.